



Meeting Minutes - Draft Historic Preservation Board

Monday, July 7, 2025

4:30 PM

30 S. Nevada Ave., Suite 701

1. Call to Order and Roll Call

Present: 6 - Chair Lowenberg, Board Member Musick, Board Member Fitzsimmons, Board Member Potter, Board Member Beerbaum and Board Member Hines

Absent: 1 - Board Member Baumgartner

2. Changes to Agenda/Postponements

3. Communications

Mellisa Wutzke, Senior Analyst, informed the Board that all future Historic Preservation Board meetings, given no unforeseen circumstances, will be held in room 102.

Ethan Shafer, Planner II, introduced himself as part of the Urban team for the Planning Department.

The Board members introduced themselves.

William Gray, Senior Planner, announced that the team is working on the final edits of the Historic Resource Survey Plan and it will be ready for review in August. He said the goal is to have six educational blurbs that are based on the Historic Preservation website and asked to email him any suggestions the board may have of people who should be interviewed.

Mr. Gray said he coordinated with Parks and Recreations to possibly have a "What's Up" meeting in August in the City Auditorium.

William Gray - Senior Planner

4. Approval of the Minutes

4.A. [HPB 2307](#) Minutes for the June 2, 2025 Historic Preservation Board Meeting

Presenter:

Paul Fitzsimmons, Historic Preservation Chair (Acting)

Attachments: [HPB Meeting Mins 6.2.25 Draft](#)

Motion by Board Member Musick, seconded by Board Member Hines, to approve the minutes for the June 2, 2025, Historic Preservation Board Meeting.

The motion passed by a vote of 5-0-1-1.

Aye: 5 - Board Member Musick, Board Member Fitzsimmons, Board Member Potter, Board Member Beerbaum and Board Member Hines

Absent: 1 - Board Member Baumgartner

Abstain: 1 - Chair Lowenberg

5. Consent Calendar

1424 N Tejon Rear Deck

- 5.B. [HIST-25-000](#)
[7](#) A Report of Acceptability to add a new 200 square feet upper-level deck to the existing residence located at 1424 North Tejon Street. (Quasi-Judicial)

Presenter:

William Gray, Senior Planner, City Planning Department

Attachments: [HPB Staff Report 1424 N Tejon Rear Deck WEG](#)

[Attachment 1-Sanborn Map](#)

[Attachment 2-Zoning Context and Site Map](#)

[Attachment 3 - 1424 N Tejon Deck Plan](#)

Motion by Board Member Musick, seconded by Board Member Hines, to approve this item on the Consent Calendar.

The motion passed 6-0-1.

6. Items Called Off Consent Calendar

1614 N Tejon Rear Deck

- 5.A. [HIST-25-000](#)
[6](#) A Historic Preservation Overlay Report of Acceptability to enlarge the rear deck and add an upper level deck to the existing residence. The upper level deck will cover and match the footprint of the lower level deck. (Quasi-Judicial)

Presenter:

Ethan Shafer, Urban Planner II, City Planning Department

Attachments: [Staff Report for 1614 N Tejon St \(HIST-25-0006\)](#)[Attachment 1 - Sanborn Map](#)[Attachment 2 - Zoning & Vicinity Map](#)[Attachment 3 - Application & Project Summary](#)[Attachment 4 - Site Plan](#)[Attachment 5 - Architectural Plans](#)[Attachment 6 - Photo of Existing Rear Elevations](#)

Jennifer Sweet, resident at 18 E Caramillo Street, pulled the item off the Consent Agenda.

Ethan Shafer, Planner II, presented the Historic Preservation Overlay Report of acceptability to enlarge the rear deck and add an upper-level deck to the existing residence. The property is located in the Single-Family Medium zoning district and the Historic Preservation Overlay. He said this will be a demolition and reconstruction of the deck in the rear of the home, with an expansion of the ground level deck of 62.5 square feet, and 255 square feet on the upper-level deck. Standard Public Notice was made, and no comments were received. The application meets the review criteria.

Public Comment

Jennifer Sweet, resident at 18 E Caramillo Street, said her back yard is close to the property where they are proposing expansion, and her concern is that when the deck is built, she will lose privacy as it will go higher than her garage. She asked about the height of the upper-level deck. Mr. Shafer said the existing upper deck height is 11-12 feet, and it will be expanded at the same level.

Board Member's Comments

Chair Lowenberg said she sympathizes with Ms. Sweet, however the issue is outside the Board's purview, because the application meets the criteria.

Mr. Gray said they are reviewing if the proposed addition meets the review criteria, which is generally based on the historical character of the area and the architecture of the historic home, rather than the social implications.

Board member Musick asked if there is a body that would address those implications. Chair Lowenberg said Ms. Sweet should follow the

application process to voice her concerns.

Young Shin, City Attorney's Office, said Ms. Sweet could appeal against the decision of the Board, and the application will go to City Council, where she could express her concerns about why she considers it does not meet the criteria.

Board member Matthew Fitzsimmons said he agrees on this issue being outside of the Board's purview, he suggested placing some screening near the garage.

Board member Sarah Potter said she agrees with the previous comments.

Motion by Board Member Musick, seconded by Board Member Fitzsimmons, to approve the Report of Acceptability for the 1614 N Tejon Rear Deck based on the findings that the review criteria for a Report of Acceptability are met, as set forth in City Code Section 7.5.528.

The motion passed by a vote of 6-0-1.

Aye: 6 - Chair Lowenberg, Board Member Musick, Board Member Fitzsimmons, Board Member Potter, Board Member Beerbaum and Board Member Hines

Absent: 1 - Board Member Baumgartner

7. Unfinished Business

8. New Business

9. Presentations

10. Adjourn